

Registered Charity Number: 1108612
Registered Company Number: 05375011

HOME-START OXFORD

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2017

HOME-START OXFORD

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**HOME-START OXFORD
COMPANY INFORMATION**

Directors and Trustees

Allison Scott (Chair)
Douglas Keir (Treasurer)
Rosemary Bean
Charlotte Beatson (appointed 17/10/16)
Linda McDiarmid
Lucia Nixon
Sarah Wood
Catherine Goode (resigned 17/10/16)
Katharine Barber (resigned 31/5/16)

Accountants

Alder Demain & Akers
2 Michaels Court
Hanney Road
Southmoor
Oxfordshire, OX13 5HR

Company registered number: 5375011

Charity registered number: 1108612

Registered office

Blackbird Leys Youth and Community Centre
Blackbird Leys Road
Oxford
OX4 6HW
Telephone: 01865 779991

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent, ME19 4JQ

Virgin Money
Jubilee House
Gosforth
Newcastle upon Tyne, NEW 4PL

Employees

Scheme manager

Katharine Barber (appointed 1/6/16)

Senior co-ordinator

Karen Porter

Co-ordinators

Anna Brylewska-Cooper

Kerry Center

Family support worker

Aline Todd (appointed 5/9/16)

Lisa West (appointed 5/9/16)

Administrators

Melanie Henry (appointed 5/9/16)

Home-Start Oxford
The Report of the Trustees for the year ended 31 March 2017

Introduction

The trustees have pleasure in submitting their report and the financial statements for the year ended 31 March 2017.

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of director under the Companies Acts and Trustees under the Charities Act. This trustees report incorporates the directors' report required by the Companies Act 2006.

Structure, governance and management

Home-Start Oxford is a charitable company limited by guarantee and does not have any share capital. The company is governed by the conditions contained in its Memorandum and Articles of Association. In accordance with the governing documents, the Board is made up of no fewer than four and no more than twelve trustees. Copies of these documents are available from the Registered Office listed on the information page. In the event of a winding up, the liability of each member or any person who has ceased to be a member in the last twelve months is limited £1.00 each. The Board has the power to fill any vacancies arising in the year, and any such appointments are to be confirmed by members at the next Annual General Meeting.

New trustees are briefed on their obligations under charity and company law, on the Board's decision making process and strategy and the recent financial performance of the charity.

The employees of the charity are listed on the information page.

Objects, vision and purpose

The objects for which the charity is established are:

- To safeguard, protect and preserve the good health, both mental and physical, of children and their parents.
- To prevent cruelty to, or maltreatment of, children.
- To relieve sickness, poverty and need amongst children and parents of children.
- To promote the education of the public in better standards of child care within the areas of west and mid Oxfordshire.

Public benefit statement

The trustees confirm that they have had due regard, in all their decision making, as to the guidance published by the Charity Commission on public benefit.

Home-Start Oxford works to support families who are isolated and vulnerable, and to give children the very best start in life. It is committed to equal opportunities and provides an inclusive service across central Oxfordshire. It works closely with other agencies and partners and contributes to building stronger communities through its commitment to the wellbeing of families and training and support of volunteers. Its cumulative experience is available to contribute to the ongoing development of services for early years.

Home-Start Oxford
The Report of the Trustees for the year ended 31 March 2017

Review of Home-Start Activities and Appreciation

As we approach our 30th year, 2016-17 was a point to take stock, reassess the needs of families in our area, and how Home-Start Oxford can best respond. This process informed a new strategic plan, which was devised by trustees and staff, to guide our work from 2016-2020.

The guiding principles of our strategy are to ensure stability of our service, and create a platform for growth. Our vulnerabilities as a small organization, reliant on key staff and hands-on trustees, had been tested in the previous year. Meanwhile, the need continues to be evidenced by the number of referrals, predominantly coming from health visitors and social workers, each of whom continue to be under immense pressure, the more so since the closure of local Children's Centres.

To help us meet these challenges, the decision was made at the start of the year to appoint a Scheme Manager with a specific remit to implement the strategic plan and funding strategy, support governance, and staff management. The Scheme Manager started on 1 June 2016, and had an early focus on securing multi-year funding that would aid stability and pick up when our Big Lottery Fund grant ended in January 2017. Our bid to The Henry Smith Charity, for a three-year grant was successful along with other applications. We have a continued focus on expanding our income and diversity of funding sources.

We are pleased to have been able to increase the number of families supported in 2016-17, reaching 71 in total, and 157 children.

Recent referrals have highlighted the growing need for support to families with multiple and complex needs. Home-visiting by our skilled Family Support Workers remains an effective way for us to meet this demand, and our two 'FSW's' helped 29 families during the year.

We have been mindful that with the closure of open access sessions in Children's Centres, the gap in support for families needing early help, but falling below the threshold for statutory intervention, could increase. The universal aspect of Home-Start's support – being available to any family with under 5's regardless of circumstance – remains as important as ever. Home-visiting by volunteers is at the heart of our service, and this year, our wonderful team helped 42 families in and around Oxford.

This year, we formed a consortium of the three Home-Start schemes in Oxfordshire, to better meet needs across the county and work more closely together. We reviewed our geographic reach, and going forward agreed that Home-Start Banbury & Chipping Norton will try and expand to serve Bicester where Home-Start Oxford previously delivered group and home-visiting support. This will allow us to focus our efforts on expanding our capacity around Witney and Carterton.

Our staff and volunteers are our principal and hugely appreciated asset. We would like to express our gratitude to all Home-Start volunteers for so generously donating their time and skills, and to our staff team for their hard work and commitment.

For more information on our work with families please ask for a copy of our 2016/17 Annual Report or consult our website.

Home-Start Oxford
The Report of the Trustees for the year ended 31 March 2017

Financial report

Total income rose from £85,101 to £95,997, a direct result of the fund-raising efforts of the new Scheme Manager, appointed in June 2016. Her appointment meant that we had the resources and expertise to apply for large, longer-duration grants and we were very pleased to receive one for almost £30,000 p.a. from The Henry Smith Charity, of which £7,300 of the first year's grant was able to be taken into this year's accounts. We also successfully applied for a £10,000 grant available as matched funding against any income received from new sources. In addition, we received increased income from a number of other sources. Our principal benefactors continued to be The Big Lottery (£31,745) and BBC Children in Need (£10,000), although both contracts ended during the year. A lot of work has subsequently gone into preparing a combined Home-Start Oxfordshire (3 schemes) bid for further Big Lottery funding from 2018, as well as a new BBC Children in Need bid for later in 2017. £40,331, or 42% of our income (2015-16: 32%) was unrestricted.

Total expenses rose from £91,620 to £106,558, solely as a result of the appointment, in June 2016, of the Scheme Manager. Other costs were much in line with the previous year's.

The resulting deficit for the year of £10,561 (2015-16: deficit of £6,519) was in line with expectations when the Scheme Manager appointment was made, and left our year-end funds at £46,589, 44% of the year's expenses. This is below our target of 50% of expenses, and every effort is being made to redress the shortfall during 2017-18.

Risk Assessment

The trustees recognize and accept their responsibility for ensuring that the risks to which the charitable company is exposed are reviewed and steps are taken to mitigate potential damage by use of appropriate preventative controls and corrective actions. The Trustees are aware of the Charities SORP and accept their requirement, in relation to all aspects of their work, for regular assessments of operating strengths and weaknesses. To this end risk management strategy comprises an annual review of the risks which the charity may face, the establishment of systems and procedures to mitigate those risks identified; and the implementation of procedures designed to minimize any potential impact on the charity should any of those risks materialize.

Home-Start Oxford
The Report of the Trustees for the year ended 31 March 2017

Reserves Policy

The trustees have reviewed the level of the charity's reserves which are freely available for financing continuing operations. The trustees consider that, generally, reserves adequate to meet the charity's immediate commitments, and in addition an amount of approximately 3 months' operating expenses is the practical minimum in order to protect the continued existence of the charity and ensure that obligations of current service users can be safely fulfilled. In the current situation of extreme financial uncertainty, however, reserves of at least 6 months' operating expenditure, plus any designated reserves to cover specific commitments, is felt to be more appropriate to ensure that obligations to current service users can be safely met.

At 31.3.16, total unrestricted reserves:	£ <u>57,150</u>
Prior commitments (matched funding obligations and potential redundancy payments):	
Unrestricted reserves	57,150
Total expenditure 2016-17	106,558

Investment policy

All funds are held in current or interest-bearing bank accounts.

Trustees' responsibilities statement

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2016, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015.

Company and charity law requires the trustees to prepare financial statements each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it's inappropriate to presume that the charitable company will continue in operation.

Home-Start Oxford
The Report of the Trustees for the year ended 31 March 2017

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts

The financial statements have been prepared implementing the FRS102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, and in accordance with the Financial Reporting Standard 102, (effective 1 January 2016.)

These financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the trustees on 16 October 2017 and signed on their behalf, by:



Douglas Keir
Director and Trustee

Home-Start Oxford
Independent Examiner's Report for the year ended 31 March 2017

I report on the financial statements of the company for the year ended 31 March 2017 which are set out on pages 2 to 21.

Respective responsibilities of trustees and examiner

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

Having satisfied myself that the company is not subject to an audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- Examine the financial statements under section 145 of the Charities Act 2011.
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matters have come to my attention:

Which gives me reasonable cause to believe that in any material respect the requirements:

- To keep accounting records in accordance with section 386 of the Companies Act 2006.
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities' have not been met; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 16/10/2017

Brook E Alder F.C.C.A
Alder Demain & Akers Ltd
2 Michael's Court, Southmoor
Oxfordshire, OX13 5HR

HOME-START OXFORD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

Note	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
INCOMING RESOURCES				
<i>Incoming resources from generated funds</i>				
Voluntary Income	33,674	5,375	39,049	29,320
Activities for generating funds	6,187		6,187	2,342
Investment income 5	469		469	528
<i>Incoming resources from charitable activities</i>		50,291	50,291	52,911
Total incoming resources	40,331	55,666	95,997	85,101
RESOURCES EXPENDED				
Fundraising costs	11,341	12	11,353	3,819
Costs of charitable activities	750	59,075	59,825	59,467
Support costs	- 1,106	32,942	31,836	24,363
Governance costs	39	3,505	3,544	3,971
	11,024	95,534	106,558	91,620
Net incoming resources before transfers between funds	29,307	39,868	10,561	6,519
Gross transfers between funds	- 40,010	40,010	-	-
Net incoming resources before gains and losses	- 10,703	142	10,561	6,519
Other recognised gains and losses	-	-	-	-
Net movement in funds	- 10,703	142	10,561	6,519
Reconciliation of funds				
Total funds brought forward	57,150	-	57,150	63,669
	46,447	142	46,589	57,150

The notes on pages 13 to 19 form part of these accounts

HOME-START OXFORD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £
INCOMING RESOURCES			
<i>Incoming resources from generated funds</i>			
Voluntary Income	24,320	5,000	29,320
Activities for generating funds	2,342	-	2,342
Investment income	528	-	528
<i>Incoming resources from charitable activities</i>	-	52,911	52,911
Total incoming resources	27,190	57,911	85,101
RESOURCES EXPENDED			
Fundraising costs	3,699	120	3,819
Costs of charitable activities	3,191	56,277	59,467
Support costs	-	24,575	24,363
Governance costs	1,613	2,358	3,971
	8,291	83,329	91,620
Net incoming resources	18,899	-	25,418
before transfers between funds	-	-	6,519
Gross transfers between funds	-	23,124	-
Net incoming resources before	-	-	-
gains and losses	4,225	-	2,294
	-	-	6,519
Other recognised gains and losses	-	-	-
Net movement in funds	-	4,225	-
Reconciliation of funds	-	-	-
Total funds brought forward	61,375	2,294	63,669
	57,150	-	0
	-	0	57,150

All activities derive from continuing operations.

**HOME-START OXFORD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

**Income and Expenditure Account as required by the Companies Act
For the year ended 31 March 2017**

	2017	2016
	£	£
Turnover	95,528	84,572
Direct costs of turnover	71,178	63,287
Gross surplus	<u>24,350</u>	<u>21,285</u>
Administration and Governance costs	35,380	28,332
Operating surplus / deficit	<u>- 11,030</u>	<u>- 7,047</u>
Interest receivable	469	528
Interest payable	-	-
Surplus / deficit on ordinary activities before tax	<u>- 10,561</u>	<u>- 6,519</u>
Surplus / deficit for the year	<u>- 10,561</u>	<u>- 6,519</u>
Retained surplus / deficit for the financial year	<u>- 10,561</u>	<u>- 6,519</u>

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the income and expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes on pages 13 to 19 form part of these accounts

HOME-START OXFORD
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

Statement of Total Recognised Gains and Losses
For the year ended 31 March 2017

	2017	2016
	£	£
Surplus / deficit of income over expenditure before realisation of assets	- 10,561	- 6,519
	- 10,561	- 6,519
Grants for the acquisition of fixed assets	-	-
Net movement in funds	- 10,561	- 6,519

Movements in revenue and capital funds
for the year ended 31 March 2017

	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2017	2017	2017	2016
	£	£	£	£
Accumulated funds brought forward	57,150	-	57,150	63,669
Recognised gains and losses before transfers	29,307	- 39,868	- 10,561	- 6,519
Transfer between funds	- 40,010	40,010	-	-
Accumulated funds carried forward	46,447	142	46,589	57,150
Being				
Accumulated Revenue Fund	46,447	142	46,589	57,150
Fixed Asset Fund	-	-	-	-
	46,447	142	46,589	57,150

HOME-START OXFORD

BALANCE SHEET AS AT 31ST MARCH 2017

	Note	2017	2016
FIXED ASSETS			
Tangible assets	10	-	-
CURRENT ASSETS			
Debtors and prepayments	8	199	893
Cash at bank and in hand		80,791	75,619
		<u>80,990</u>	<u>76,512</u>
LESS CURRENT LIABILITIES			
Amount due within one year	9	(34,401)	(19,362)
		<u>(34,401)</u>	<u>(19,362)</u>
NET CURRENT ASSETS		<u>46,589</u>	<u>57,150</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>46,589</u>	<u>57,150</u>
NET ASSETS		<u>£ 46,589</u>	<u>£ 57,150</u>
CHARITY FUNDS			
Unrestricted funds		46,447	57,150
Restricted funds		142	-
		<u>46,589</u>	<u>57,150</u>

The financial statements have been prepared in accordance with the provisions relating to companies subject to the small companies regime part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 7.

The financial statements have been prepared in accordance with the provisions in part 15 of the Companies Act 2006 applicable to companies subject to the small company regime.

The financial statements were approved by the Trustees on 16 October 2017 and signed on their behalf, by:


Douglas Keir (Trustee and Director)

The notes on pages 12 to 19 form part of these accounts.

**HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

1. ACCOUNTING POLICIES

Basis of preparation of the accounts

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

In so far as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005 require compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

The company has taken advantage of the exemption in Financial Reporting Standard Number 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Risks and future assumptions

The charity constitutes a public benefit entity as defined by FRS 102

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Incoming Resources

Incoming resources are accounted for on a receivable basis, but will be deferred where appropriate in line with the policy stated below.

Investment Income

Bank interest received is included on an actual receipts basis.

HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES - CONTINUED

Deferred income

In accordance with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods or alternatively which are subject to conditions which are still to be met, and which are outside the control of the charity or where it is uncertain whether the conditions can or will be met, are deferred on an accruals basis to the period to which they relate, Such deferrals are shown in the the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Resources Expended

The policy for including items within the relevant activity of categories of resources expended is that the direct costs of providing services to beneficiaries, the training and support of volunteers and the salary and pension costs of employees involved in facilitating the above are shown as being the costs of charitable activities.

All other costs are the indirect costs of running the charity and are shown as governance and management and administration. Specific statutory governance costs are shown separately on page 20 from other administration costs. Employees whose role is partly directly charitable and partly management and administration are apportioned on the basis of the hours worked on each area and the financial effect disclosed in the notes to the accounts.

Fixed assets and depreciation

All tangible fixed assets, except freehold land and buildings, are stated at cost less depreciation. Freehold land and buildings, where held, are stated at a valuation arrived at by a professionally qualified firm of valuers, who valued the assets on the basis of open market value in current use.

Items of less than £500 are not capitalised.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful economic lives.

Plant, machinery and equipment 25% straight line

A regular annual review of the likelihood of asset impairment is undertaken.

HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

Capital grants

The board of trustees consider that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England and Wales, gifts of tangible fixed assets or grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to the relevant fixed asset fund after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the full cost of acquisition or subsequent revaluation.

If the related assets are subject to restrictions by the grant making organisation on their use and disposal, then these restrictions are noted in the fixed asset section of these accounts. In such circumstances, the fixed asset fund created is treated as a restricted fixed asset fund. As the related assets are depreciated, then a transfer is made from restricted fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset subject to the restriction. If the related assets are not subject to restrictions by the grant making organisation on their use and disposal, then the fixed asset fund created is treated as a designated fixed asset fund. As the related assets are depreciated, then a transfer is made from designated fixed asset funds to unrestricted revenue reserves to reflect the diminution in the asset.

Any residual liability to the donor arising from, for example, the asset's future sale, is disclosed as a contingent liability unless the event that would trigger repayment of the grant becomes probable in which case a liability for repayment is recognised.

Insofar as this policy relates to Government grants and to the extent that it may be a departure from the Statement of Standard Accounting Practice number 4, such departure is justified on the basis that it is in order to comply with the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Funds structure policy

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the board of trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

**HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

Funds structure policy (continued)

A fixed asset fund is maintained which represents the written down value of tangible fixed assets, and is divided into a restricted fixed asset fund representing the written down value of those assets subject to restrictions, with the balance being in a designated fund representing the written down value of those assets free of restrictions. The detailed operation of these funds is described under the accounting policy 'Capital grants'.

Any surplus on a Restricted Fund which has ceased and where the donor has confirmed full completion with the service criteria and which relates to estimated apportionment of charitable or governance and administration costs will be transferred to the Unrestricted Fund to support the remaining costs, and the full financial effect disclosed in the notes to the accounts.

2 WINDING UP OR DISSOLUTION OF THE CHARITY

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

3 SURPLUS FOR THE FINANCIAL YEAR

	2017	2016
	£	£
This is stated after crediting:-		
Income from ordinary activities	95,997	85,101
And after charging:-		
Depreciation of owned fixed assets	-	180
Indemnity insurance for trustees and employees	776	775

Funds belonging to the charity have been used to purchase insurance to protect the charity from losses arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agent, against the consequences of any neglect or default on their part.

**HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

4 STATEMENT THAT NO EXPENSES WERE PAID TO TRUSTEES OR CONNECTED PERSONS

There were no fees or other remuneration paid to the trustees. Trustees training and travel expenses were paid.

5 INVESTMENT INCOME

	2017	2016
	£	£

Bank interest received	469	528
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6 DEFERRED INCOMING RESOURCES & RESERVES - RESTRICTED FUNDS

	Opening Deferrals £	Released from prior years £	Gross income received £	Additional Deferrals £	Closing Deferrals £
Doris Field CT			500		
BBC Children in Need			10,000		
The Big Lottery	3,174	-	3,174		
Dep't for Educ'n (PEOPLE)					
Pye Family CT	4,875	-	4,875		
St Michael and All Saints	5,625	-	5,625	7,500	5,625
Henry Smith CT			29,200	21,900	21,900
Oxon Comm Found.			4,986	3,739	3,739
Total (restricted)	13,674	-	80,757	31,264	31,264

	2017	2016
	£	£

These deferrals are included in creditors

	31,264	18,688
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The deferrals included in creditors relate to those grants and donations specified by the donors as relating to specific periods and represent those parts of the grants or donations which relate to periods subsequent to the accounting year end and are treated as grants in advance, or alternatively where there are conditions which must be fulfilled prior to entitlement or use of the grant or donation by the charity.

7 STAFF COSTS AND EMOLUMENTS

	2017	2016
	£	£
Gross salaries	81,198	61,826
Employer's National Insurance	4,395	3,952
Pension Contributions	1,016	-
	86,609	65,778

	2017	2016
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Number of full time employees or full time equivalents	3.8	3.1
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There were no employees that received remuneration amounting to more than £60,000 per annum.

The charity has a closed, auto enrolment non-compliant, defined contribution pension scheme. A new auto-enrolment compliant, defined contribution, pension scheme, open to new members, was set up by the company with a staging date of 1 August 2016. The assets of both schemes are held separately from the assets of the charity, being invested with an insurance company and a master trust pension fund respectively. Pension costs charged in the SOFA represent the contributions payable by the charity in the year.

**HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

8	DEBTORS	2017 £	2016 £
	Trade debtors	-	-
	Other debtors	56	49
	Prepaid expenses	143	844
		199	893
9	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2017 £	2016 £
	Trade creditors	-	294
	Accrued expenses	1,728	1,624
	PAYE and NI	- 1,244	- 1,244
	Pension contributions	2,653	-
	Deferred income and grants in advance (see note 6)	31,264	18,688
		34,401	19,362
10	TANGIBLE FIXED ASSETS	2017 Office Equipment £	2016 Office Equipment £
	Cost		
	At 1 April 2016	19,594	19,594
	Additions	-	-
	At 31 March 2017	19,594	19,594
	Depreciation		
	At 1 April 2016	19,594	19,414
	Charge for the year	-	180
	At 31 March 2017	19,594	19,594
	 NBV at 31 March 2017	 -	 -
	NBV at 1 April 2016	-	-

The Net Book Values above represent the whole of the assets, however funded.

**HOME-START OXFORD
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

11 Particulars of Individual Funds and analysis of assets and liabilities representing funds At 31 March 2017

	Unrestricted Funds	Designated Funds	Restricted Funds	Funds at 31 March 2017
Tangible fixed assets	-	-	-	-
Net current assets	46,447	-	142	46,589
	<u>46,447</u>	<u>-</u>	<u>142</u>	<u>46,589</u>

All assets form part of unrestricted funds.

The individual funds included above are:-

	Funds at 1 April 2016	Net Resources	Transfers	Funds at 31 March 2017
<i>Restricted Funds</i>				
Doris Field Charitable Trust	-	142	-	142
BBC Children In Need Funding	-	10,025	10,025	-
Big Lottery Fund (Oxford)	-	11,081	11,081	-
Dept. For Educ'n (PEEPLE)	-	3,781	3,781	-
Pye Family Trust	-	3,219	3,219	-
St Michaels & All Saints	-	11,256	11,256	-
Henry Smith Charitable Trust	-	581	581	-
Oxfordshire Community Foundation	-	67	67	-
<i>Unrestricted Fund</i>	57,150	29,307	- 40,010	46,447
TOTAL CHARITY FUNDS	<u>57,150</u>	<u>- 10,561</u>	<u>-</u>	<u>46,589</u>

12 ENDOWMENT FUNDS

The charity had no endowment funds in the year ended 31 March 2017

13 SHARE CAPITAL

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter.

HOME-START OXFORD
SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

Status of this schedule to the Statement of Financial Activities

The schedules on the following pages are required by the disclosure requirements of the Statement of Recommended practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective April 2005.

These form part of the accounts required by the Charities (Accounts and Reports) Regulations 2008.

They do not form a part of the accounts required by the provisions of the Companies Acts, but to some extent they may duplicate information found elsewhere in the accounts.

INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 £
Incoming resources from generated funds				
Voluntary income	27,037	5,375	32,412	23,336
Donations from Trusts and Corporate bodies	5,652	-	5,652	5,380
Total	32,689	5,375	38,064	28,716
Gifts in kind, donated services and facilities				
Donated volunteer expenses	985	-	985	604
Total	985	-	985	604
Total voluntary income	33,674	5,375	39,049	29,320
Activities for generating funds				
Fundraising activities	6,187	-	6,187	2,342
Total of activities for generating funds	6,187	-	6,187	2,342
Investment income				
Bank interest received	469	-	469	528
Total investment income	469	-	469	528
Incoming resources from charitable activities				
Service related grants: charitable services to beneficiaries	-	50,292	50,292	52,911
Total incoming resources from charitable activities	-	50,292	50,292	52,911
Total Incoming Resources	40,330	55,667	95,997	85,101

HOME-START OXFORD
SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Costs of generating funds				
Costs of fundraising activities	11,341	12	11,353	3,819
	<u>11,341</u>	<u>12</u>	<u>11,353</u>	<u>3,819</u>
Costs of charitable activities				
Gross wages and salaries including pensions	86	51,651	51,737	50,426
Employee recruitment costs	-	195	195	365
Travel and subsistence - Employees	636	2,893	3,529	2,867
Volunteer Recruitment	67	33	100	-
Training and preparation courses	71	1,392	1,463	4,252
Volunteer travel and subsistence	-	2,874	2,764	-
Practice support and meetings	-	37	37	1,293
Events and outings for beneficiaries	-		-	264
	<u>750</u>	<u>59,075</u>	<u>59,825</u>	<u>59,467</u>

HOME-START OXFORD
SCHEDULE TO THE STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Governance and support costs				
Specific statutory and governance costs				
Independent examiner's fee	-	-	-	-
Trustee expenses	200	419	619	952
Affiliation fees	-	1,532	1,532	2,178
DBS and other fees	-	334	334	491
AGM and Annual Report	- 161	720	559	350
Pension scheme set up fee	-	500	500	-
	<u>39</u>	<u>3,505</u>	<u>3,544</u>	<u>3,971</u>
Support costs				
Employee costs:				
Gross salaries and pensions - Support staff	-	20,605	20,605	11,173
Training	-	-	-	88
Premises costs:				
Rent payable	-	4,987	4,987	5,335
Insurance	7	769	776	776
Cleaning	2	-	2	9
Depreciation of office equipment	-	-	-	180
General administrative expenses:				
Telephone, fax, internet	2	2,172	2,174	2,374
Stationery, postage, printing and advertising	28	559	587	1,213
Subscriptions	-	65	65	70
Small equipment and I.T expenses and support	- 1,500	3,382	1,882	1,976
Bank charges	-	25	25	71
Payroll agency	294	378	672	539
Project review cost	-	-	-	300
Sundry expenses	61	-	61	259
	<u>- 1,106</u>	<u>32,942</u>	<u>31,836</u>	<u>24,363</u>